

OVERTIME POLICIES

Hours of work that are in excess of the basic workweek of 40 hours shall be considered overtime. Only overtime that is directed or authorized in accordance with the policies stated herein shall be the basis for compensation or compensatory time off.

Overtime Compensation System

In establishing an overtime compensation system, there has been differentiation between:

(a) Services which are accurately measurable for compensation purposes by the classification of the position and the number of hours of duty the employee is directed to serve. Services of this general type embrace most positions of grades GS-10 and below.

(b) Services which, although generally measurable for compensation purposes by the classification of the position, are not measurable in terms of productivity or value by the number of official duty hours worked. Services of this type embrace most positions of grades GS-11 and above.

Positions of grades GS-11 and above warrant special policy consideration with respect to hours of duty and overtime compensation for one or more of the following reasons:

(a) They predominantly require the exercise of executive and professional skills and attributes such as creativeness, leadership, initiative, and judgment, which cannot be evaluated accurately on the basis of hours of work performed.

(b) Individuals performing executive and professional duties vary in their aptitudes and work habits and should not be circumscribed in the performance of their duties by prescribed maximum work-hours.

(c) Many professional positions require duty at several places and at irregular times of day and involve duties of such nature that the need for and duration of the duty periods can be determined only by the individual.

Overtime Compensation Policies

The policies set forth herein are designed to recognize the general concepts set forth above and at the same time to accommodate situations to which the general policies cannot be applied with equity.

(a) Directed overtime duty for which compensation or compensatory time off will be granted shall be kept to the absolute minimum consistent with the timely accomplishment of essential functions.

(b) Persons in grades GS-10 and below may be directed by appropriate supervisory authority to work overtime, and will receive overtime compensation or compensatory time off in lieu thereof.

(c) Persons in grades GS-11 and above (executive and professional positions) will not normally be directed to work overtime or be authorized to receive overtime compensation or compensatory time off for duty time voluntarily contributed. Exceptions to this policy are as follows:

(1) Persons in production positions, the productivity of which is predominantly measurable in units of production or hours of duty performed, shall receive overtime compensation or compensatory time off for directed overtime performed. Production positions will be designated by appropriate supervisory authority with the concurrence of the Personnel Director.

(2) Individuals directed to perform duties on each of the seven days of the week shall receive overtime compensation or compensatory time off for work performed on Saturday and Sunday or other days designated as the sixth and seventh days of their workweek.

(3) An individual who in the performance of assigned duties completes a total workweek in excess of 48 hours may be authorized overtime compensation or compensatory time off for hours of duty in excess of 48 (exclusive of hours of directed overtime worked and compensated in accordance with subparagraph (2) immediately above). No compensation will be paid nor compensatory time off granted for hours of duty between 40 and 48 in recognition of the concepts of discretionary latitude in the performance of executive and professional services set forth above.

(4) An individual who in addition to performance of regularly assigned duties performs overtime work significantly unrelated to his primary assignment may be authorized overtime compensation for the hours worked in the "second" activity. The supervisory authority concerned shall designate each individual to whom this "second job" concept may apply and shall obtain the concurrence of the Personnel Director in application of the concept for overtime authorization.

(d) Each period of unscheduled overtime performed by an employee, eligible under the provisions above to receive overtime, on a day when no work was scheduled for him or for which he is called back to his place of employment shall be considered to be at least two hours in duration.

(e) Prevailing rate (ungraded) employees will receive compensation for directed overtime performed. Compensatory time off will not be granted to such employees.